



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON, DC 20310-0600

DAIM-ZA

04 MAY 2005

MEMORANDUM FOR

Director, Installation Management Agency (IMA), ATTN: IMAH-PLD-Q, 2511 Jefferson Davis Highway, Arlington, Virginia 22202-3926

Director, Army National Guard, ATTN: NGB-ARZ, 111 South George Mason Drive, Arlington, Virginia 22204-1382

Director, Installation Management Agency-Army Reserve Office (IMA-ARO), ATTN: IMAH-ARO-PL, 2511 Jefferson Davis Highway, Arlington, Virginia, 22202-3936

SUBJECT: Army Communities of Excellence (ACOE) Program Policy for FY06

1. References:

- a. AR 5-1, Total Army Quality Management, 15 March 2002.
- b. Strategic Management and Innovations Branch (SMIB) publication, Army Performance Improvement Criteria (APIC) 2005.

2. Background. The mission of the ACOE Program is to optimize a quality environment, excellent facilities, and excellent services. Performance and productivity are enhanced within an installation/community that instills pride and imparts a sense of accomplishment and purpose among its people. The ACOE Program seeks to recognize excellence in Installation Management. Installations/Communities both at home and abroad, will have an increasingly critical role in sustaining and launching our forces worldwide. Continuing to strive for greater excellence in customer service and facilities will contribute significantly to the improvement of the Army's Readiness.

3. Program Structure. The FY06 ACOE Policy now incorporates a list detailing the approved installations/communities (enclosure 1) able to compete for the installation/community awards. Army National Guard and Army Reserve activities, focused on installation management, not eligible for installation/community awards may compete for a special category award.

DAIM-ZA

SUBJECT: Army Communities of Excellence (ACOE) Program Policy for FY06

a. Recognition/Awards. There are five awards for the FY06 ACOE program: three awards recognizing installations/communities 1st place, \$2M; 2nd place, \$1M; 3rd place, \$750K); two special category awards one for the Army National Guard Joint Force Headquarters State winner (\$750K); and one for the US Army Reserve Regional Readiness Command winner (\$750K).

b. Eligibility Requirements. To compete for the installation/community awards, organizations must be identified in enclosure 1. Submission must:

(1) Focus on installation management business (i.e. facility support, base operations.) All ACOE submissions must be based on Army Performance Improvement Criteria (APIC) as it relates to Installation management business. Any submission not focused on installation management business will not be eligible to compete.

(2) Possess an approved master planner or viable master planning capability and real property planning components maintained IAW AR 210-20.

(3) Address investigation of any "open" environmental Notices of Violation (NOVs).

(4) Have Real Property Management Controls in place consistent with AR 405-45.

(5) Have fully implemented activity based costing (ABC) on the installation/community. For the special category competition only, the Army National Guard and Army Reserve are exempt from the ABC requirement. When competing for the installation/community awards (1st, 2nd, and 3rd places), Army National Guard and Army Reserve must comply with the ABC requirement.

c. Repeat Winners. First place winners are not eligible to compete for two (2) subsequent years. Second and third place winners are encouraged to reapply. This rule also applies to the Army National Guard and Army Reserve special category winners. It is the inherent responsibility of winners to share their processes of excellence with others. Winners are encouraged to take advantage of the yearly Assistant Chief of Staff for Installation Management (ACSIM), Installation Management Institute (IMI), and other like venues, in order to share methods for improvement across the Army.

d. APIC Self-Assessment Requirement.

(1) Self-assessments are mandatory for all IMA Installations/Communities. For

DAIM-ZA

SUBJECT: Army Communities of Excellence (ACOE) Program Policy for FY06

these self-assessments, IMA HQ will develop implementation procedures via a Memorandum of Instruction (MOI). Results are in two parts. First assessment is due to IMA, HQ 5 Mar 06 and the second assessment is due by the end of 30 Sep 06. The goal is 5% improvement.

(2) All participants (IMA Installations/Communities, and the Army National Guard and Army Reserve Special Categories) competing for an ACOE program award must use the APIC Self-Assessment Criteria. The APIC criterion helps Installations respond to current challenges and addresses all the complexities of delivering today's results while preparing effectively for the future. Guidelines for the criteria can be found at the website <http://www.hqda.army.mil/leadingchange/APIC/>

4. Responsibilities. The FY06 ACOE Program responsibilities are as follows:

a. Evaluation of ACOE Installation/Community Submissions. IMA HQ will be responsible for developing program operation guidelines for the installation/community components of the ACOE Program. IMA HQ will review installation/community submissions to ensure they meet eligibility requirements. IMA HQ (IMAH-PLD-Q) will conduct an equitable, consistent, and objective evaluation process to determine installation/community winners. A list of IMA HQ responsibilities is provided at enclosure 2.

b. Evaluation of Special Categories. Army National Guard and IMA-ARO will be responsible for developing program operation guidelines for the special category component of the ACOE Program. Army National Guard and IMA-ARO will review submissions to ensure they meet eligibility requirements. Army National Guard and Army Reserve will conduct an equitable, consistent, and objective evaluation process to determine special category winners. The evaluation must include a site visit and feedback report for its primary and alternate winners. A list of the responsibilities for Army National Guard is provided in enclosure 3. A list of the responsibilities for IMA-ARO is provided in enclosure 4.

c. Reporting winners of the FY06 ACOE Program.

(1) IMA HQ will report the 1st, 2nd, and 3rd place winners in the FY06 ACOE Program to OACSIM via a Memorandum for Record NLT 10 Feb 06.

(2) The Army National Guard (Director, Army National Guard) will submit its primary and alternate winners to OACSIM for review NLT 28 Oct 05.

(3) The IMA-ARO, on behalf of the Army Reserve, will submit its primary and alternate winners to OACSIM NLT 28 Oct 05.

DAIM-ZA

SUBJECT: Army Communities of Excellence (ACOE) Program Policy for FY06

(4) OACSIM will coordinate with the Inspector General (IG) and the Office of the Judge Advocate General (OTJAG) to obtain approval for the recommended winners once the 1st, 2nd, and 3rd place winners have been selected, and the winners from the Army National Guard and Army Reserve have been received. OACSIM will then complete an Action Memorandum for the Director of the Army Staff (DAS) approving the names of all winners.

d. Award Ceremony. The award ceremony is a high profile event. IMA HQ is responsible for planning and executing a ceremony appropriate for HQDA recognition of installation management excellence. IMA HQ is also responsible for working with and supporting the Office of the Secretary of Defense (OSD) Commander-in-Chief (CINC) Award Ceremony, which recognizes the best installation for each service.

5. Ms. Wildanger is the OACSIM program manager for ACOE Policy, (703) 601-2530, email: Yvonne.Wildanger@hqda.army.mil.

Encls


GEOFFREY D. MILLER
Major General, GS
Assistant Chief of Staff
for Installation Management

INSTALLATION/COMMUNITIES

Aberdeen Proving Ground
Anniston Army Depot
Ansbach 235th BSB
Bamberg 279th BSB
Baumholder 222nd BSB
Bethany Beach TS
Blue Grass Army Depot
Bremerhaven
Camp Atterbury
Camp Beauregard
Camp Blanding
Camp Bowie
Camp Butner
Camp Casey
Camp Crower
Camp Custer
Camp Dawson
Camp Dodge
Camp Edwards
Camp Ethan Allen
Camp Fogarty
Camp Grafton
Camp Grayling
Camp Gruber
Camp Guernsey
Camp Henry
Camp Hialeah
Camp Humphreys
Camp Marseillies
Camp McCain
Camp Murray
Camp Navajo
Camp Rapid
Camp Rell
Camp Rilea
Camp Ripley
Camp Roberts/San Luis Obispo
Camp Robinson
Camp Santiago
Camp Shelby
Camp Smith
Camp Stanley
Camp Williams
Camp Zama

INSTALLATION/COMMUNITIES

Carlisle Barracks
Caswell/Loring
Centennial
Chievres Belgium 80th ASG
Colorado Other – Nike Site
Concord-CA-0696A
Darmstadt 233rd BSB
Deseret Chemical Depot
Detroit Arsenal
Dugway Proving Ground
Eglin Tng Area
Ethan Allen AFB
Florence
Fort A P Hill
Fort Belvoir
Fort Benning GA
Fort Bliss
Fort Bragg
Fort Buchanan
Fort Campbell
Fort Carson
Fort Chaffee
Fort Detrick
Fort Dix
Fort Drum
Fort Eustis
Fort George G Meade
Fort Gordon
Fort Greely
Fort Hamilton
Fort Harrison
Fort Hood
Fort Huachuca
Fort Jackson
Fort Juan Mona
Fort Knox
Fort Leavenworth
Fort Lee
Fort Leonard Wood
Fort Lewis
Fort McCoy (Army Reserve)
Fort McCoy (NG Tng)
Fort McPherson/Gillem
Fort Monmouth

Enclosure 1

INSTALLATION/COMMUNITIES

Fort Monroe
Fort Myer
Fort Pickett
Fort Polk
Fort Richardson
Fort Riley
Fort Ritchie
Fort Ritchie Site R – MDW
Fort Rucker
Fort Sam Houston
Fort Shafter
Fort Sill
Fort Stewart (IMA Active)
Fort Stewart (NG Tng)
Fort Wainwright
Ft McClellan
Giessen 284th BSB
Gowen Field
Grafenwoehr 409th BSB
Greenlief Tng Site
Hanau 414th BSB
Hawthorne Army Depot
Hiedelberg 411th BSB
Hohenfels 282nd BSB
Holston AAP
Indiantown Gap
Iowa.AAP
Kaiserslautern 415th BSB
Kansas AAP
Kansas RTC
Kekha TS
Lake City AAP
Lauderick
Letterkenny Army Depot
Livorno 22nd ASG
Lone Star AAP
Los Alamitos
Louisiana AAP
LUNA
Mannheim 293rd BSB
McAlester AAP
McCragy Tng Ctr
Mickelsen Stanley R SFG MSR
Milan AAP

INSTALLATION/COMMUNITIES

Military Ocean TML Sunny Point
Mississippi AAP
Newport Chem Depot
NHNG Tng Ctr
NTC and Fort Irwin, CA
Picatinny Arsenal
Pine Bluff Arsenal
Presidio of Monterey
Pueblo Chemical Depot
Radford AAP
Ravenna AAM Plant
Red River Army Depot
Redstone Arsenal
Riverbank AAP
Rock Island Arsenal
Schinnen the Netherlands 254th BSB
Schofield Bks
Schweinfurt 280th BSB
Scranton AAP
Sea Girt
Sierra Army Depot
Snyrna
Soldier Systems Center/Natick
Stead Tng Site
Stewart River TS
Stuttgart 6th ASG
Tobyhanna Army Depot
Tooele Army Depot
Torii Station
U.S. Army Garrison Michigan (Selfridge)
U.S. Army Garrison-Miami
U.S. Army Joint Sys Mfg Ctr, Lima
U.S. Army Kwajalein Atoll
U.S. Army Research Laboratory Adelphi
Umatilla Chem Depot
Vicenza 412th BSB
Vilseck 409th BSB
Walter Reed AMC Main Post
Watervliet Arsenal
West Coast Garrison
West Point Mil Reservation
Western Kentucky
White Sands Missile Range NM
Wiesbaden 221st BSB

INSTALLATION/COMMUNITIES

Wuerzburg 417th BSB
Youngsan Garrison
Yuma Proving Ground

-An installation is an aggregation of contiguous or near contiguous, common mission supporting real property holdings commanded by a centrally selected commander.

-A site is a physically defined entity which can be supported by a legal cadastral survey.

-An installation may be made of one or more sites.

Enclosure 1

Listing of IMA HQ Responsibilities

The following is a list of the responsibilities that IMA HQ will execute for the Army Communities of Excellence FY06 Policy. HQ, IMA is responsible for conducting a fair and equitable assessment process for each candidate from enclosure 1 that meets HQDA's eligibility requirements. Each installation/communities under IMA Active, IMA Army Reserve, MEDCOM, AMC, SDDC, SMDC, and National Guard Training Sites is a potential candidate.

(1) Provide installation/communities, listed on enclosure 1, guidance on preparing applications consistent with eligibility and self-assessment requirements.

(2) Review submissions for installation/communities award to ensure eligibility and APIC self-assessment requirements are satisfied.

(3) Establish in a Memorandum of Instruction (MOI) the proper guidelines for page count, font, margins, and additional formatting procedures for applications.

(4) Obtain and train sufficient examiners to cover the number of applications received for the installation/community award.

(5) Ensure that Army Reserve installations/communities compete in their assigned IMA HQ region.

(6) Establish submission suspense and evaluation milestones to ensure completion of ACOE evaluation, site visits, judging panel, and report of winners to OACSIM by 10 Feb 06.

(7) Installations/communities that participated for the installation/community award, yet were not selected for a site visit, will receive feedback at the end of the Boarding Process. IMA HQ will provide feedback to those installations/communities that went through the IMA HQ ACOE Award Boarding Process and were selected for a site visit after the winners of the ACOE Program have been approved by the DAS.

(8) IMA HQ has the lead in updating the Memorandum of Agreement (MOA) between IMA HQ, OACSIM, and VDAS to jointly manage assessment boards.

(9) Submit candidates for the Army Performance Excellence Award IAW standards established by DACS-DM-SMI.

(10) Conduct the FY06 ACOE Award Ceremony and recognize the Active, Army National Guard, and Army Reserve winners as stage participants. IMA HQ will provide a Concept Brief to the ACSIM by mid-March 06 on the award ceremony.

Listing of Army National Guard Responsibilities

The following is a list of the responsibilities that the Army National Guard will execute for the Army Communities of Excellence FY06 Policy:

(1) When competing for the ACOE Installation/Community Award, will comply with eligibility and self-assessment requirements.

(2) When competing for the Special Category Award, will conduct a self-assessment exercise in compliance with APIC criteria and provide both a primary, and alternate winner to HQDA, OACSIM.

(3) Provide a Letter to IMA and OACSIM (DAIM-ZS) from the Director, Army National Guard documenting the winner of the FY06 ACOE Army National Guard Program Special Category winner.

Listing of Army Reserve Responsibilities

The following is a list of the responsibilities that the Army Reserve will execute through the IMA-ARO for the FY06 ACOE Policy.

(1) When competing for the ACOE Installation/Community Award, will comply with eligibility and self-assessment requirements.

(2) When competing for the Special Category Award, will conduct a self-assessment exercise in compliance with APIC criteria and provide both a primary, and alternate winner to HQDA, OACSIM.

(3) Provide a Letter to IMA and OACSIM (DAIM-ZS) from the Director, IMA-ARO documenting the winner of the FY06 ACOE USAR Program Special Category winner.